

**GRAND COUNTY, UTAH  
REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE  
FOR  
PLANNING SERVICES  
FOR THE CANYONLANDS FIELD AIRPORT**

**I. INVITATION**

Grand County, Utah (referred to herein as “Sponsor”), as owners of the Canyonlands Field Airport near Moab, UT is requesting statements of qualifications and experience from consulting firms (“Proposers”) qualified and experienced in the field of airport planning services.

The Sponsor plans to award a contract for airport planning services subject to review on an annual basis for any and all planning projects subject to federal assistance under the Airport and Airway Improvement Act of 1982 as amended, or other sources of funding.

Contemplated projects under this contract include the following:

1. Airport Master Plan
2. Airport Layout Plan
3. Terminal Area Update
4. Environmental Studies

The above-contemplated projects are dependent upon federal AIP funding and approval of the Sponsor, so it shall be understood that some of the services related to the above-listed projects may be deleted and that the Sponsor reserves the right to initiate additional services not included in the initial procurement.

**II. BACKGROUND**

Canyonlands Field Airport is a primary commercial service airport located approximately 18 miles North of the City of Moab, UT which is seeking to implement improvements to accommodate existing and future aviation demand.

The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Participation). DBR firms are encouraged to participate.

**III. REQUESTS FOR CLARIFICATION**

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted by email to Airport Director Judd Hill, [jhill@grandcountyutah.net](mailto:jhill@grandcountyutah.net). Written requests must be received a

minimum of five (5) days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to, by Grand County in the form of an addendum addressed to all prospective respondents.

#### **IV. SCOPE OF WORK**

The Consultant will follow the guidance in FAA AC 150/5070-6B Change 2 "Airport Master Plans" (or most current version) and assure that all FAA Guidelines and Requirements are met in the preparation of the Airport Master Plan.

Elements of content for inclusion will be, at a minimum:

- Design Study/Project Scoping
- Airport Geographic Information Systems (AGIS) Survey\*
- Public Involvement Program
- Existing Conditions
- Environmental Considerations
- Aviation Forecasts
- Facility Requirements
- Alternatives Development and Evaluation and Analysis
- Airport Layout Plan (ALP) Drawing Set
- Financial Feasibility Analysis
- Facilities Implementation Plan

#### **V. SUBMITTAL REQUIREMENTS:**

Submittals shall include, but are not limited to, the following:

1. Key personnel's professional qualifications and experience in airport planning and their role anticipated for the proposed project; their knowledge of FAA regulations, policies, and procedures.
2. Qualifications and experience of sub-consultants to be engaged by the consultant under consideration.
3. Please provide a list of all current airport planning projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed).
4. Capability to perform all or most aspects of the project and recent experience in airport master planning projects.
5. Demonstrated ability to meet schedules or deadlines.

6. Understanding of the project's potential challenges and the sponsor's special concerns.
7. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.

The Sponsor invites firms to submit Statements of Qualifications to perform the above-described services.

Interested firms should submit **five (5) copies** of the proposal no later than **3:00 PM Local on Friday November 1, 2019** to:

Chris Baird  
Grand County Clerk/Auditor  
125 E Center St.  
Moab, UT 84532

All packages must be submitted in a sealed envelope and clearly marked on the outside:

**“STATEMENT OF QUALIFICATIONS FOR AIRPORT PLANNING SERVICES”**

Proposals must contain the name, address, and daytime telephone number for contact persons to whom additional selection process requests should be communicated.

Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that Proposer has requested, in writing, to remain confidential under applicable law.

## **VI SELECTION CRITERIA**

Selection criteria contained in FAA Advisory Circular 150/5100-14E Chapter 2, will be applied in the following order of importance:

- |   |                   |
|---|-------------------|
| • Capability to perform all aspects of projects               | 25 Points         |
| • Qualifications of the Project Manager and Project Team      | 30 Points         |
| • Reputation  | 10 Points         |
| • Ability to meet schedules within budget                     | 10 Points         |
| • Quality of previous airport projects undertaken             | 20 Points         |
| • Familiarity with Sponsor and project location               | 25 Points         |
| • Understanding of the project and Sponsor's special concerns | 30 Points         |
| <b>TOTAL</b>  | <b>150 Points</b> |



## **VII. SELECTION PROCESS**

The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects and 49CFR Part 18.

Fees will be negotiated for projects on a task order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

A short list may be developed from submittals received. Consultants on the short list may be asked to attend an interview prior to final selection being made. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant or grants. Subsequent fees will be negotiated on a task order basis as additional grants are obtained.

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than January 1, 2020.